



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Analyst Trainee [Classified Competitive]			Salary P95 \$41,230.15
Posting Number 39-16	Position Number 949613	Number of Positions 1	Posting Period * From: February 17, 2016 To: March 2, 2016
Location: Health and Agriculture Building - 7th Floor 369 South Warren Street, Trenton NJ 08625			Scope of Eligibility/Open to: Applicants who Meet the Requirements
GENERAL DESCRIPTION			
<p>Learn to conduct reviews of applications and award documents to assure the award packets are complete and are compliant with Federal Cost Principles, Treasury Circulars, and Department policy. Learn to interpret laws, rules, regulations, circulars, policies and procedures and apply them to grant awards and grant system. Learn to gather information from Federal and Treasury sources to develop and maintain our grant policy manual that assure compliance with all related law. Learn to interpret and apply monitoring techniques when reviewing and evaluating grant applications and awards. Learn to analyze the financial aspects of grants and apply them to grant awards. Learn to provide technical assistance, training and guidance to division staff and grantees. Learn to interpret and apply the Department's grant policies and Terms and Conditions to assure compliance. Learn to prepare reports and analyze on grant activity using the grant software "System for Administering Grants Electronically" and the accounting system. Learn to use grant software, State accounting software and Business Objects for monitoring, analytical, and reporting purposes.</p>			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
<p>EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.</p> <p>LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.</p>			
FILING INSTRUCTIONS			
Forward your cover letter, resume and application for employment** to: Jill Velez, Executive Assistant 3 Management and Administration Reference Posting #39-16 New Jersey Department of Health PO Box 369 Trenton, NJ 08625-0360		You can reply to this posting by emailing your cover letter, resume and application for employment to: PSTMA@doh.state.nj.us * Resumes received after the closing date MAY be considered if the position is not filled. ** NOTE: You can access the State of New Jersey Application for Employment at: www.nj.gov/health/forms/dpf-663.pdf	

- Newly hired employees must agree to a thorough background check that will include fingerprinting.
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.
- In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.
- **The New Jersey Department of Health is an Equal Opportunity Employer.**